

Mission Valley ROP
Business and Professional Development Capstone
2024-2025

Instructor: Mrs. Barry

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Course Description:

This course focuses on preparing students for the workplace by making a smooth transition from the classroom to a demanding work environment. This course also prepares students for the challenges of independent living while maintaining full-time employment. Students will learn to manage their income wisely in order to build a secure and satisfying life. Students learn about responsibilities to their school and employer while participating in a work-based learning program. Students will develop critical thinking skills and recognize which personal qualities will make the most capable person most valuable to the employer. Students will improve their ability to read, write, speak, and listen. Students will also develop the workplace know-how required to perform well in a demanding position. While participating in a work experience, students will start preparing for a full-time career.

Course Objectives:

At the completion of this course, with appropriate study, you will be able to:

- Application of technology skills
- Identify the stages of team development.
- Explain how conflict can be managed when working as a team.
- Use of dynamic verbal and communication skills
- Describe the causes of accidents on the job.
- Explain how the costs of accidents can affect you, the employer, and the economy
- Apply occupational safety practices
- Identify procedures to follow when an accident occurs.
- Understand the importance of small business to the US economy.
- Describe the factors to consider when planning a small business.
- Understanding income Taxes and the process of completing a tax return
- Managing spending, using credit, and budgeting
- Ability to collect and organize materials to create a powerful presentation

Grading Policy:

Grading is based on completing all assignments, presentations, and attendance/classroom rules. An overall average of at least 70% is required to pass the class. Your final grade in the course will be based on the following:

Assignments/Presentations	40%
Final	30%
Attendance/Classroom Rules	30%

After your numerical grade has been calculated, your letter grade will be determined as follows:

- A** 90-100% of the total percentage points possible
- B** 80-89% of the total percentage points possible
- C** 70-79% of the total percentage points possible
- D** 60-69% of the total percentage points possible
- NC** 69% or below – no credit

Attendance/Classroom Rules:

Punctuality and regular attendance is expected. **Students cannot miss more than five class sessions during the trimester. There is no make-up for this class.** Perfect attendance certificates will not be issued to anyone who is tardy or who leaves early. Points for attendance are awarded on a daily basis. Each class day is worth **30 points**. Points will be deducted for violation of attendance and/or classroom rules as follows:

<u>Violation</u>	<u>Points Deducted</u>
Arrive late/Napping	15 points
Eating/drinking in class	20 points
Cell phones, etc.	20 points
Computer violations	20 points
Disruptive behavior	20 points
Absent	30 points

Academic dishonesty is intolerable. The guidelines listed in the Mission Valley ROP Cheating Policy will be strictly enforced. **There Are No Exceptions**

Classroom Rules:

There is no eating or drinking in any of the classrooms; bottled water is permitted.

Electronic devices or headphones of any kind are not to be used, seen, or heard in the classroom. Cell phones must be locked in a YONDR pouch at the beginning of class. Phone use in the classroom will result in an immediate dismissal to the office.

Use of the Internet is permitted only to research job opportunities, labor market statistics, or other projects assigned by the instructor. Playing games or accessing email accounts is not permitted. Abuse of this privilege may result in denial of access to MVROP technology leading to an inability to complete assignments in class, which may adversely affect your grade.

Proper attire is expected in this class. Pajamas, slippers, sweatpants, or clothing that is too revealing or a distraction should not be worn. Appropriate undergarments must be worn at all times. Clothing must be clean, neat, and in good repair, and must convey professionalism. Clothing that covers the head and eyes for fashion purposes will not be allowed i.e.: hats, caps, hoodies, do-rags, skull caps, bandannas, sunglasses, etc. Applying makeup must be done outside of class.

Any behavior that would disrupt other students' ability to concentrate on assignments is unacceptable. Respect must be shown to others at all times.

Students will be given one warning and then dropped from the class for any violation of these rules.

MVROP "SLO" SCHOOL LEARNING OUTCOMES**Workplace Basic Skills & Behaviors**

Apply skills learned in class
Analyze information and make decisions
Communicate verbally and in writing
Work independently and as a team member in a diverse workplace
Work reliably, responsibly, and ethically

Career Technical Skills

Demonstrate occupational competencies
Use appropriate technology
Understand and practice occupational safety standards
Demonstrate an awareness of how a business or industry functions

Job Employment Skills

Develop a plan to achieve career goals
Use effective job search strategies @ Demonstrate an awareness of the importance of lifelong learning

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Contract Agreement:

By signing this document, you are agreeing to the policies/regulations listed in the Course Syllabus/Outline. You also state that you fully understand the policies and consequences.

Student Signature

Date

Print Student Name

Parent Signature

Date

Print Parent Signature

Revised 08/01/2024